

SKILL UPGRADE COURSES OFFERED THROUGH NMU



**Northern
Michigan
University**

For more than 30 years, Northern Michigan University has provided craft-specific training for employees of the region's industrial firms. In collaboration with Michigan Works! and the Upper Peninsula Regional Industrial Manufacturing Skills Alliance, Northern Michigan University has gathered data from more than 50 companies across the U.P. By using this data, Northern has begun to target the critical needs of industry and reduce training costs by offering essential Skill

Upgrade Courses.

This first group of Skill Upgrade Courses will be July through November 2006. The courses provide training, retraining and upgrading for employees to meet the growing demands of today's workplace. They provide updating on the latest trends and technologies in numerous industries and service organizations. Topics range from teamwork and managerial communications to hands-on maintenance and computer training.

Northern Michigan University Workforce Development Institute will be offering the following

courses September through November 2006:

Industrial

- ♦ Welding

Electrical Systems / Mathematics

- ♦ Industrial Math

Computer Applications

- ♦ Excel
- ♦ Powerpoint
- ♦ Word

Management

- ♦ Managerial Communications

- ♦ Teams and Teamwork
- ♦ Time Management

Other courses offered include Bearing and Power Transmission, Bearing Maintenance, Pump Repair, Shaft Coupling and Alignment, and Electrical Maintenance Basic / Intermediate / Advanced.

For more information or to register, contact Continuing Education at Northern Michigan University, 906-227-2103. Certificates of Completion will be given to all attendees and a copy mailed to their respective employers.